



FLATHEAD COUNTY, MONTANA

Position Vacancy Announcement

POSITION: Deputy Sheriff DATE OPENED: 9/8/2015

DEPARTMENT: Sheriff's Office CLOSING DATE: 9/25/2015

If you have any questions about this position vacancy, call: (406) 758 - 5592.

NUMBER OF POSITIONS OPEN: 3

BARGAINING UNIT: AFSCME - Sheriff

☒ FULL TIME

☒ REGULAR
(YEAR ROUND POSITION)

IF APPLICABLE:

TRAINING WAGE: \$ _____ per _____

☐ PART TIME

☐ SEASONAL

STARTING WAGE: \$ 24.08 per Hour

SALARY AT:

1 YEAR STEP: \$ 24.53 per Hour

3 YEAR STEP: \$ 25.02 per Hour

5 YEAR STEP: \$ 26.32 per Hour

☐ TEMPORARY

VISIT https://flathead.mt.gov/human_resources/downloads.php FOR BENEFIT INFORMATION.

TYPING TEST REQUIRED? NO ☐ YES ☒ = 30 NET WORDS PER MINUTE

PLEASE NOTE: Any required typing or skills test must be completed before the position closing date and the certificate must be attached to your application. Certificates must have a completion date within 6 months of the date the application was submitted to the Flathead Job Service Workforce Center. Please contact the Flathead Job Service Workforce Center at (406) 758-6200 for information on how to complete the required test(s).

SEE ATTACHED JOB DESCRIPTION. Additional information:

*This job posting will be used to fill current vacancies as well as establish a hiring list for possible future openings.

*Longevity pay will be paid monthly after completing the first year at the rate of 1% of your base pay for continuous years of service.

*Please see complete posting for detailed instructions on testing and application requirements. (This posting has 3 pages)

*A completed Deputy Sheriff POST application must be submitted by the deadline to be considered.

APPLICATION FORMS FOR THIS POSITION CAN BE OBTAINED AT:

Flathead Job Service Workforce Center

427 First Avenue East

Kalispell, MT 59901

OR ON FLATHEAD COUNTY'S WEBSITE:

http://flathead.mt.gov/human_resources/jobs.php

ALL COMPLETED APPLICATIONS MUST BE RETURNED TO THE FLATHEAD JOB SERVICE WORKFORCE CENTER BY 5:00 PM ON THE CLOSING DATE. Application packets can be delivered to the address above or emailed to kalispelljsc@mt.gov. Faxed applications will not be accepted.

FLATHEAD COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER

QUALIFICATIONS FOR DEPUTY SHERIFF

Required Knowledge, Skills and Abilities

Applicant must have good oral and written communication skills coupled with computer literacy, including typing. The ability to learn quickly, solve problems and good judgement while acting under pressure is mandatory. Applicant must have acute observational skills, be self-motivated and assertive. Integrity and good interpersonal skills are imperative.

Special Qualifications

1. Applicant must be at least 18 years of age to be hired. There is no maximum age limit.
2. Applicant must have a high school diploma or equivalent.
3. Applicant must be in possession of a valid driver's license and able to obtain a Montana driver's license before hiring date. A poor driving record as evidenced by accident(s) in which the applicant is at fault or driving citations are grounds for disqualification.
4. Must be a citizen of the United States and in possession of a social security card.
5. All applicants who have been convicted of a criminal offense may be disqualified. A habitual law violator will also be disqualified. Circumstances surrounding all arrests and convictions will be carefully considered and evaluated in determining the fitness of the candidate for employment. Conviction of a felony will be grounds for automatic disqualification.
6. Indebtedness may be grounds for disqualification when the indebtedness is considered as evidence of an individual's lack of character or good judgment.
7. Applicants must complete a typing test with a 30 word per minute net score. The typing test certificate provided by the Flathead Job Service Workforce Center must be turned in with the application. **Applications received without this form will not be considered.**

Investigation of Applicant

Each applicant must sign and complete the form titled, "Disclosure and Authorization Regarding Background Investigation", waiving any objections to a full investigation of their past by the Flathead County Sheriff's Office. **Applications received without this waiver will not be considered.** This form is included with the Deputy Sheriff POST application which can be found at http://flathead.mt.gov/human_resources/jobs.php.

Examination Requirements

- All applicants must successfully pass written, physical fitness, and drug tests. The procedure for the physical fitness test is attached. The "Waiver of Responsibility" form must be included in your application, even if you have successfully past the physical fitness test within 6 months. **Applications received without this form will not be considered.** This form is included with the Deputy Sheriff POST application which can be found at http://flathead.mt.gov/human_resources/jobs.php.
- The written test may be waived for applicants who are prior POST certified, or who have successfully passed the written test (The National Police Officer Selection Test – A, B, C, or D, Stanard & Associates Inc.) within the past six months (Minimum score of 80% on each of the four parts of the test).
- The MPAT physical test may be waived for those individuals who have successfully completed the test within the past six months.

IMPORTANT TESTING INFORMATION

All applicants must pass the written exam and the Montana Physical Abilities Test (MPAT). The written exam will be waived for current POST certified individuals and individuals who have successfully completed the test (The National Police Officer Selection Test – A, B, C, or D, Stanard & Associates, Inc.) within the past six months (minimum score of 80% on each of the four parts of the test). The physical test (MPAT) will also be waived for individuals who have successfully passed the test within the past six months. Applicants wishing to waive the written and or physical test need to request their test results from the agency they tested with. The test results need to be sent on official letterhead to:

Flathead County Sheriff's Office
Attn: Applications
920 S. Main Street, Suite 100
Kalispell, MT 59901

Waivers for written and/or physical testing must be received by September 25, 2015.

ALL applicants are required to check in Wednesday, September 30, 2015 at 7:30 a.m. at the Flathead City/County Health Department building located on 1035 1st Avenue West, Kalispell, MT, Conference Room A & B on the second floor. The written test starts promptly at 8:00 a.m. Applicants will not be allowed to enter the test room after this time. The MPAT physical will be given after the written test at the Northwest Shooter located at 32 Western Village Lane, Columbia Falls, MT (Two miles north of Glacier International Airport) at 1:00 p.m. Applicants should bring athletic attire and a place will be available to change clothing.

Interview times will be assigned after completion and screening of applicants who successfully complete the required testing process.

NOTE: There will be a \$15.00 (fifteen dollar) administrative fee charged to all applicants who take the written test. If you are not waiving the written test please bring a check or money order in the amount of \$15.00 to the Flathead City/County Health Department building on September 30th at 7:30 a.m. Make checks/money orders payable to: Flathead County Sheriff's Office. Applicants who arrive without the administrative fee will not be allowed to take the written test.